

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY TASHKENT, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity – Annual Program Statement**

Funding Opportunity Title: Annual Program Statement for Cultural Affairs Small Grants Program
Funding Opportunity Number: TASHKENT-PAS-FY22-006
Deadline for Applications: Rolling Deadlines:
The first is May 15, 2022;
The second is July 15, 2022.
CFDA Number: 19.040 – Public Diplomacy Programs
Maximum for Each Award: \$15,000

CONTACT INFORMATION

- For assistance with the requirements of this solicitation, contact Tashkent-Program@state.gov
- To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at HunterDS@state.gov.

Due to the volume of applicants and inquiries, the Public Affairs Section (PAS) does not accept letters of intent, concept papers, or requests for meetings or phone calls prior to application submission.

It is the responsibility of the applicant to ensure that the application package has been received in its entirety. Incomplete applications will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

A. Program Description

The U.S. Embassy Tashkent Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce the availability of funding through the Embassy's Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes on which we focus, and the procedures for submitting funding requests. Please carefully follow all instructions below.

Purpose of Public Diplomacy Grants: PAS invites proposals for programs that strengthen cultural ties between the United States and Uzbekistan and support a priority program area (see below) in order to highlight shared values and promote bilateral cooperation. All proposed programs must include an **American cultural element, or connection with American expert/s, organization/s, or institution/s to promote increased understanding of U.S. policy and perspectives.** Competitive proposals will promote continued/sustainable cooperation between the people of the United States and Uzbekistan even after the project concludes.

Examples of programs could include, but are not limited to:

- Academic and professional lectures, seminars, and speaker programs;
- Artistic and cultural workshops, joint performances, and exhibitions;
- Professional and academic exchanges and programs, and
- Cultural heritage conservation and preservation programs.

Please note: applications may be received on a rolling basis. The Selection Committee anticipates reviewing proposals within 30 days of the deadline. **Applications submitted early have a greater likelihood of consideration while funding is available, therefore applications are encouraged as soon as possible.**

Priority Program Areas:

1. Arts, Culture, and Sports Programs:

The United States and Uzbekistan both have rich cultural traditions in the visual arts, literature and storytelling, theater and performing arts, film, music, dance, sport, and education. Educational and cultural activities are a great way to engage the public, especially at-risk youth, to bridge cultures, deepen cultural ties and understanding, and discuss topics of mutual importance. The U.S. Embassy is interested in supporting art, education, sports, and cultural projects that promote local cultural heritage, traditional and modern art forms, and other forms of creative expression and that have a connection to American culture or are informed by American expertise. These programs may support civil society organizations, non-profit organizations, educational institutions, or emerging leaders in these fields. The aim of arts, culture and sports programs is to deepen ties between Uzbekistan and the United States and improve understanding about U.S. culture and values.

A previous example of successful arts programming includes the visit of an American jazz band to the Fergana Valley in 2018 for the Uzbekistan Jazz Festival. The visit provided an opportunity to share American culture, as well as create exciting new partnerships and connections within the region.

Project Objectives *(Project proposals may address one or more of these objectives.):*

- Increase exposure to and understanding of United States through educational and cultural programming focused on highlighting mutual values between the United States and Uzbekistan
- Establish formal or informal partnerships between U.S. and Uzbekistani artists/musicians/dancers/directors/organizations to produce publicly accessible and engaging content in support of:
 - freedom of expression,
 - women's empowerment,
 - tolerance,
 - diversity and inclusion, and/or
 - youth engagement/empowerment.
- Increase understanding of the value of cultural heritage preservation in Uzbekistan

- Increase awareness of the history of U.S.-Uzbekistan bilateral relations, connected to the 30th anniversary this year, through cultural projects

Project Audiences (*any of the following*):

- Uzbek-speaking public
- Rural or underserved communities
- Youth, especially in regions of Uzbekistan outside of Tashkent
- Social entrepreneurs
- University staff, educators, students
- Artists/artisans
- Athletes

2. Women's Empowerment:

The United States and Uzbekistan view women's empowerment as an area of strategic focus—both governments approved national gender strategies in 2021. The U.S. government believes that gender equity and equality are not only a matter of human rights and fairness, but also: critical to promoting inclusive economic growth; advancing peace, security, and the prevention and resolution of conflicts; combatting gender-based violence; and enabling us to address global challenges more effectively such as the climate crisis, forced displacement, the COVID-19 pandemic, and resulting economic and social disruptions.

A previously funded project included the screening of “Behind the Clouds,” which highlighted the struggles and perseverance of women in regions of Uzbekistan where women's rights are not as advanced. The screening was followed by a discussion on navigating cultural norms, gender roles, and socioeconomic hardships in the Fergana Valley.

Project Objectives:

- Increase the vocational capacity of women through training programs focused on building hard and soft skills to support female workforce participation.
- Increase professional development opportunities for women in creative industries, including artists, musicians, dancers, and filmmakers, through training on business and/or career development

Project Audiences (*any of the following*):

- Women in rural or underserved communities
- Aspiring female entrepreneurs
- Women in creative industries

B. Federal Award Information

Funding Mechanism Type: Grant and/or Cooperative Agreement

Length of performance period: up to 12 months

Number of awards anticipated: 10

Award amounts: awards may range from a minimum of \$5,000 to a maximum of \$15,000

Type of Funding: Fiscal Year 2022 Public Diplomacy Funding

Anticipated program start date: July 30, 2022, for applications submitted by the May deadline; September 15, 2022 for applications submitted by the July deadline.

This notice is subject to availability of funding.

The Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

Authorizing legislation, type, and year of funding:

This program will be funded under the appropriate Public Diplomacy authorization. All programming is subject to the statutory limitations of the funding determined.

Funding Instrument Type: Grant, or Cooperative Agreement. Cooperative Agreements are different from grants in that PAS staff are more actively involved in the project execution and anticipate having moderate to substantial involvement once the award has been made.

C. Eligibility Information

1. The following not-for-profit Uzbekistani and U.S. organizations are eligible to apply:
 - Not-for-profit organizations
 - Civil society/non-governmental organizations
 - Think tanks
 - Public and private educational institutions
2. Cost sharing or matching is not required for this funding opportunity.
3. In order to be eligible to receive an award, all organizations must have a unique entity identifier assigned by [SAM.gov](https://sam.gov), as well as a valid registration on [SAM.gov](https://sam.gov).
4. This award does not allow:
 - Paying to complete activities already begun;
 - Office equipment;
 - Ongoing salary costs;
 - Projects relating to partisan political activity;
 - Charitable or development activities;
 - Construction projects;
 - Projects that support specific religious activities;
 - Fund-raising campaigns;
 - Lobbying for specific legislation or programs
 - Scientific research or surveys;

- Commercial projects;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects that duplicate existing projects; or
- Illegal activities

D. Application and Submission Information

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content and Form of Application Submission

Please ensure:

1. Proposal clearly addresses the goals, audiences, and objectives of this notice.
2. All documents are in English.
3. All budgets are in U.S. dollars.
4. All pages are numbered.
5. All documents are formatted to 8 ½ x 11 paper.
6. All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.
7. All applicant authorized signatures are provided where indicated on the various, required forms.

Application Deadline

Applications may be received on a rolling basis. The Selection Committee anticipates reviewing proposals within 30 days of the deadline. **Applications submitted early have a greater likelihood of consideration while funding is available, therefore applications are encouraged as soon as possible.**

The Public Affairs Section will accept proposals throughout the year and will review proposals according to the following schedule:

- First deadline: May 15, 2022
- Second deadline: July 15, 2022. *Applications received after July 15, 2022, will **not** be accepted.

Application Submission Process: There are two application submissions methods available to applicants. Applicants may submit their application using Submission Method A **or** Submission Method B outlined below.

- **Submission Method A:** Submitting all application materials directly to the following email address: Tashkent-Program@state.gov. Applicants opting to submit applications via email to Tashkent-Program@state.gov must include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

- **Submission Method B:** Submitting all application materials through Grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or go to <https://www.grants.gov/support.html>. Please note that Tashkent-Program@state.gov is unable to assist with technical questions or problems applicants experience with Grants.gov.

Required Registrations

Applicants utilizing Grants.gov must register with Grants.gov prior to applying. **Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission.

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

Unique entity identifier from SAM.gov

- NCAGE/CAGE code

www.SAM.gov registration

Follow the steps outlined below to obtain the required registrations:

Step 1: NCAGE application: Application page here (but need to click magnifying glass and then scroll down to click new registration):

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>.

- i. Instructions for the NCAGE application process:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>.
 - a. For help from within the U.S., call 1-888-227-2423
 - b. For help from outside the U.S., call 1-269-961-7766
- ii. Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code. After receiving the NCAGE code, proceed to register in SAM by logging onto:
<https://www.SAM.gov/>.

Step 2: Once NCAGE is obtained, continue to SAM registration on www.SAM.gov.

Step 3: Once SAM registration is confirmed, continue to Grants.gov organization registration: <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Organizations must maintain an active SAM registration (www.SAM.gov) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency. SAM registration must be renewed annually.

Applicants must acquire all required registrations and rights in the United States and Uzbekistan. All intellectual property considerations and rights must be fully met in the United States and Uzbekistan.

Any sub-recipient organization must also meet all the U.S. and Uzbekistan requirements described above.

Special Characters in Submissions

Grants.gov does not accept all UTF-8 special characters in file attachment names. Applicants are able to enter all special characters from the UTF-8-character set when submitting applications and information to Grants.gov. However, if the grantor's system is not yet compatible with these special characters, the grantor system may produce garbled or missing text in the application. As a result, the application may be rejected.

E. Technical Requirements for Application

When submitting a proposal, applicants are required to include the following documents and information from Sections 1–5 below, as applicable:

Section 1—Standard Form 424 Family

All submissions must include the SF-424 Application for Federal Assistance (Attachment 1) and the SF-424A Budget Information—Non-Construction (Attachment 2). These forms and the instructions for completing them are available at <http://www.grants.gov/web/grants/forms.html> under the heading “SF-424 Family.” NOTE: The SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since **February 2, 2019** and completed the online representations and certifications. An authorized signature by the applicant must be provided on this form.

Please note:

1. Other items NOT required/requested for submission, but which *may* be requested if your application is approved for funding include:
 - a. Copies of an organization or program audit within the last two (2) years
 - b. Copies of relevant human resources, financial, or procurement policies
 - c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization’s capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Section 2—Organization Information

- 1. Applicant Organizational Information Sheet:** Applicants must complete and submit the form provided (Attachment 3). An authorized signature by the applicant must be provided on this form.
- 2. Proof of Registration:** A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Uzbekistan-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

Section 3—Technical Proposal

Applicants must submit a complete narrative proposal in a format of their choice, or they may use the attached proposal template (Attachment 4). The proposal shall not exceed twelve (12) pages. Refer to the evaluation criteria in Part G below for further detail about what makes a strong proposal. All proposals must address the following areas:

- Organizational Description and Capacity
- Project Justification, Sustainability, and Impact
- Project Goals, Audiences, Objectives, Activities, and Deliverables
- Implementation Timeline
- Monitoring and Evaluation (see note below)

Monitoring & Evaluation

Performance Monitoring Plan (PMP): Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). Using the provided PMP template (Attachment 5), applicants should describe how they intend to monitor and evaluate the activities of their award and collect data that tracks award performance. The applicant should also submit If-Then statements to illustrate how project activities will lead to intended outcomes.

Section 4—Budget

- A. Budget and Budget Detail:** Applicants must submit a detailed budget and budget narrative justification. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so (Attachment 6). Line-item expenditures should be listed in the greatest possible detail. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If your organization is charging an indirect cost rate, you must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.68. Budgets that are not in the provided format will not be considered. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
- B. Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and 2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be

charged either as an allowable direct cost to the award OR included in the organization's established indirect costs in the award's detailed budget.

- C. Visa Fees:** Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated Sponsoring Organization. For more information go to: <https://j1visa.state.gov/sponsors/become-a-sponsor/>

Section 5—Key Personnel and Project Partners

- A. Key Personnel:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- B. Project Partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.

F. Review and Selection Process

- 1. Acknowledgement of receipt.** Applicants will receive acknowledgment of receipt of their proposal.
- 2. Review.** All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review the proposal and based upon the criteria noted in this NOFO.
- 3. Follow up notification.** Applicants will generally be notified within 90 days after the NOFO deadline regarding the results of the review panel.

G. Application Evaluation Criteria

Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- Quality and Feasibility of the Program Idea – 25 points:** The program idea should be innovative and well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable

objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.

- **Organizational Capacity and Record on Previous Grants – 5 points:**
 - o The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project.
 - o The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
 - o The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.
 - o Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
 - o Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate
- **Project Planning/Ability to Achieve Objectives – 25 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
 - o A media or amplification plan (if appropriate) that shows how the organization will use social or traditional media or otherwise increase the number of people who gain exposure to the issue and knowledge of the activities beyond the core participants.
- **Budget – 20 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation - 10 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The organization has clearly articulated how it will assess and measure its own performance throughout the project implementation phase using concrete quantitative and qualitative assessment tools.
 - o Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.
- **Sustainability – 15 points:** The project proposal describes clearly the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

H. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: [2 CFR 25](#), [2 CFR 170](#), [2 CFR 175](#), [2 CFR 182](#), [2 CFR 183](#), [2 CFR 200](#), [2 CFR 600](#), Certifications and Assurances, and [the Department of State Standard Terms and Conditions](#), all of which are available at: <https://www.state.gov/m/a/ofo/index.htm>

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- o President's September 2, 2020, memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- o *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- o [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations \(2 CFR\)](#), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - o Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - o Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - o Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry*,

Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),

- o Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- o Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Reporting

Recipients are required to quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

I. Other Information

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the project activities.

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.